

Company Information:

(For Borrowing Entity)

- _ Most recent three years Corporate Tax Returns including all schedules.
- _ Most recent three years of year-end Corporate Financial Statements including balance sheets & income statements.
- _ Most current Interim Financial Statement including balance sheet & income statement.
- Three years of month to month projections (required for SBA financing).
- Business Debt Schedule including payment terms, balances & collateral.
- _ Work-in-Progress Schedule.
- Articles of Incorporation/Articles of Organization and Bylaws/Operating Agreement if Borrower is business entity.

Guarantor/Owner Information:

(Required for all owners with 20% or greater ownership)

- Most recent three years Personal Tax Returns. Please include all schedules including K-1's.
- Personal Financial Statement not less than six months old (see attached).
- Management Resume Complete one form for all active principals and key managers.
- Signed and dated Commercial Loan Application (see attached).

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Collateral / Other Information:

- Sales contract, buyer's order, invoice etc.
- Address and legal description with copy of Deed or Owner's Policy on real estate taken as collateral.
- Rent roll, vacancy rate, rental income per units/sq. ft., taxes, insurance and maintenance costs for income producing property to be used for collateral.
- _ Plans, Specs, copy of Construction Contract with cost breakdown.
- Aging of Accounts Receivable, Equipment and Inventory Listing.
- Copy of Proposed or Executed Business Purchase Agreement.
- Copy of Franchise Agreement, or Letter of Approval from Franchisor, and Uniform Franchise Offering Circular.
- Copy of Existing or Proposed Lease Agreement for Business Location.
- Quote or other cost estimate(s) for equipment or inventory purchase(s).
- _ Insurance Agent's name and address and phone number.

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